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28 July 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 28 July 1989

25X1 1. The Chief, Directorate of Administration Strategic
25X1 Planning Group, met with the Director, Technical Plans, White
House Situation Support Staff, to review National Security
Council information handling plans to ensure that future CIA
systems are compatible and able to provide timely intelligence
reporting. Other Strategic Planning Group representatives met
with the Federal Bureau of Investigation's (FBI) Director of
Technical Services Division to discuss the FBI implementation
of its strategic plan for information systems. [REDACTED]

25X1 3. OS sponsored a two-day industrial security seminar for
40 new contractor security officers involved in Agency
contracts. [REDACTED]

25X1 4. The Office of Logistics (OL) completed the
Counternarcotics Center move into their space at the New
Headquarters Building on 21 July. [REDACTED]

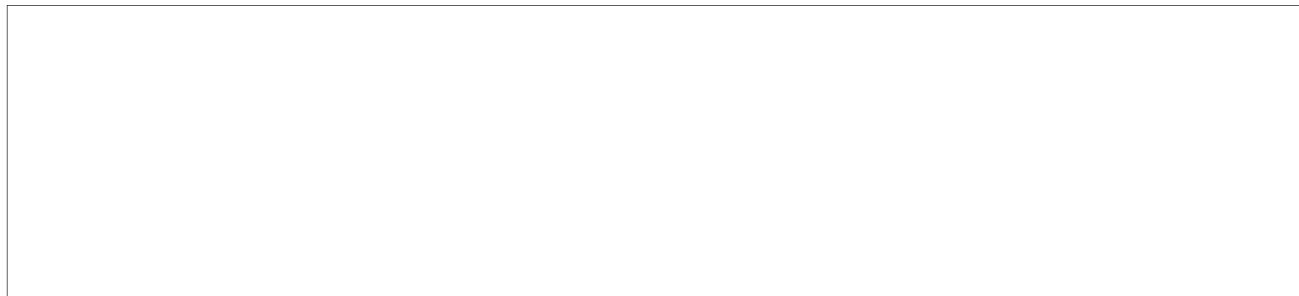
25X1 5. OL is acquiring a \$27,000 van especially equipped for
the physically handicapped. The van will be put into service
in late August. [REDACTED]


25X1 [REDACTED]

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25X1



8. Over one hundred Agency secretaries recently attended a conference on "The Secretary of the Year 2000 and Beyond" sponsored by the Office of Training and Education (OTE). Highlights included Ambassador Donald Leidel, Dean of the Foreign Service School of Professional Studies, who spoke about his task force on the secretarial profession at the Department of State; a panel of senior Agency officers who discussed their perceptions of the secretarial profession; and Florence Gantt, Special Assistant to the President's National Security Advisor, who described her role as secretary to the various administrations she served from Kennedy to Bush. Participant evaluations were uniformly positive. 


25X1

9. OTE held a Deputy Chiefs of Mission (DCM) Seminar for 20 State Department personnel at Headquarters on 25 July. 


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10. OTE will broadcast a series of programs on information systems and technology on the Headquarters television grid beginning 1 August. The programs will cover telecommunications, local area networks, executive information and decision-support systems, and strategic uses of information systems. 

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11. At the request of Senator Arlen Specter, Office of Personnel (OP) representatives met with ten of the Senator's summer interns and two of his staff. OP gave the interns, college students from various universities, a brief overview of the Agency and our student programs. 

25X1

12. An OP advertisement for Career Trainee candidates in the 9 July Chicago Tribune netted over 500 responses. OP will invite viable candidates to a presentation 

25X1

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13. An Office of Medical Services (OMS) officer met with a Federal Bureau of Investigation representative to discuss the Agency's Employee Assistance Program (EAP). The FBI is exploring the possibility of establishing a comprehensive EAP at the FBI.

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/ R. M. Huffstutler

ORIG: DDA/MS/ [REDACTED] (28 July 89) (weeklib)

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